

FLOYD COUNTY PLAN COMMISSION
PHONE: (812)948-5440 FAX: (812)941-4571

CHECK LIST FOR A BUILDING PERMIT:

Before a building permit will be issued the following items need to be submitted to our office, located in the City-County Building Room B-22 IN New Albany.

1. APPLICATION FORM: a **complete** application which is kept in our permanent records.
2. HEALTH DEPARTMENT: contact the Floyd County Health Department at (812) 948-4726 on any new or existing septic system. They are located at 1917 Bono Road (Behind Floyd Memorial Hospital). We need an approval in writing from them on any new homes, additions, in-ground pools, garages, post buildings, any storage shed 10 x 12 or bigger, and underground electric.
3. SURVEYOR'S SITE PLAN OR MORTGAGE SURVEY: this must include property lines, road names, location and size of all existing and proposed building and location of existing and proposed driveways. The distances of each proposed structure to each property line, the distance of proposed structure to County Right of Way and/or centerline of road. *(Surveyor must be licensed/certified in the State of Indiana.)*
4. RECORDED DEED OR RECORDED CONTRACT
5. TAX IDENTIFICATION PARCEL NUMBER (CAN GET IN ACCESSORS OFFICE)
6. ONE CORRECT SET OF BUILDING PLANS (THAT OUR OFFICE WILL KEEP).
7. SPEC SHEETS: trusses, LVL beam, steel girder, cantilever section, girder beam, footer or pier size (i.e. anything pre-engineered).
8. RES CHECK or Equivalent: program for insulation (can be obtained from your Rating Company).
9. IF AN ADDRESS IS NEEDED: we will need to know the address of the properties on both sides of your building site and across the road. If there are vacant lots between your building site and the nearest designated street address, please provide us with the distance between the nearest driveway to your proposed driveway.
10. DRIVEWAY PERMIT: Contact the Floyd County Infrastructure Coordinator at (812) 948-5491 on any new or existing driveways. We will need an approval in writing (driveway permit) prior to issuance of a building permit.

IF FOR ANY REASON YOU HAD TO GO BEFORE THE PLAN COMMISSION OR BOARD OF ZONING APPEALS FOR ANY TYPE OF APPROVAL, PLEASE MENTION THIS TO THE BUILDING PERMIT DEPARTMENT AT THE TIME OF APPLICATION.

*If you fail to notify the Building Department of the above, this could delay the processing time of the permit.

Floyd County Plan Commission
Building Permit Application
****Application Must Be Filled In Completely****

APPLICANT NAME: _____ PHONE: _____

PARCEL #: _____ LOT#: _____ ZONE: _____

PROJECT ADDRESS: _____ CITY: _____

SUBDIVISION: _____ ZIP: _____

TOWNSHIP: _____ SEC: _____ TOWNSHIP: _____ RANGE: _____

OWNER

NAME: _____

ADDRESS: _____

PHONE: _____

CONTRACTOR

NAME: _____

ADDRESS: _____

PHONE: _____

PROPOSED WORK:

SINGLE FAMILY: _____ ADDITION: _____ REHAB: _____ COMMERCIAL: _____

ARE THERE ANY OTHER STRUCTURES ON PROPERTY? YES: _____ NO: _____

ARE YOU IN A FLOOD PLAIN? YES: _____ NO: _____ LOT COVERAGE%: _____

SQUARE FOOTAGE MUST SHOW BREAKDOWN OF THE FOLLOWING AREA
PERMIT WILL NOT BE ISSUED OTHERWISE

BASEMENT: _____ 1ST FLOOR: _____ 2ND FLOOR: _____ GARAGE: _____

SQ.FT. FINISHED IN BSMT: _____ TOTAL ALL SQ. FOOTAGE: _____

ESTIMATED / RESALE COST OF PROJECT: (STRUCTURE ONLY) _____

TOTAL BEDROOM: _____ TOTAL BATH: _____ BUILDING HEIGHT: _____

SEWAGE / SEPTIC PERMIT # AND DATE: _____

ELECTRIC SERVED BY: _____

PLUMBING

NAME: _____

PHONE: _____

ELECTRICAL

NAME: _____

PHONE: _____

MECHANICAL – HEATING AND COOLING

NAME: _____

PHONE: _____

INSULATION *and/or* RATING COMPANY

NAME: _____

PHONE: _____